

**DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES DEPARTMENT – EAST HARTFORD**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer

Location: Human Resources Department – East Hartford

Job Posting No: 00101628

Hours: Monday through Friday 8:00am – 4:30pm; RDO's Saturday & Sunday

Salary: \$51,061 - \$64,973

Closing Date: June 10, 2013

Eligibility Requirement:

Candidates must have applied for and passed the HUMAN RESOURCES ASSISTANT exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties:

The Human Resources Assistant is responsible for processing multiple Human Resources' transactions in CORE-CT. The Human Resources Assistant will assist in reviewing employment applications, preparing Employee Selection Reports, in accordance with bargaining unit rules of selection, and mailing acknowledgement letters to applicants. The Human Resources Assistant will prepare new hire personnel folders and orientation packets and will assist in presenting New Employee Orientation including the completion of new hire forms. Will be responsible for ensuring CO-931 forms are finalized and sent to Comptrollers for new hires and also CO-931 changes for current employees. The HR Assistant will process Tuition Reimbursement applications for DDS employees, coordinating with Comptrollers. This position requires providing general information and referrals to region employees and members of the public and verbal employment confirmations for current DDS employees. The Human Resources Assistant maintains various Human Resources computer and paper files / records. Performs related duties as required.

General Experience: Five (5) years of experience in complex clerical work in human resources management in at Least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development.

Note: For state employees complex clerical work is interpreted at the level of Office Assistant or above.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

Special Requirements: Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

To Apply: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Please include the Position # and copies of your last two performance appraisals. All application materials must be received before the close of business on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements. Preferred method of application is via fax to 860-622-4967.

Please visit the new DDS Intranet site @ www.ct.gov/ddssi to view additional postings.

SEND APPLICATIONS TO:

**Department of Developmental Services—North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources**

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Telephone (860) 263-2618 TT/TDD (860) 263-2510 Fax: (860) 622-4967**